



Superior Court of California  
County of Calaveras

**Data Entry Clerk Extra-Hire (3 Positions contingent upon funding)**

(This position is limited-term until June 30, 2025 or the project is completed)

**\$18 hour**

**Application Deadline: December 2, 2022 4:00pm (Postmarks are not accepted)**

**Interviews will be held Thursday, December 15, 2022**

**POSITION DEFINITION**

Under general supervision, performs data entry and is responsible for inputting a high volume of data from multiple sources into the court's case management system, ensuring that all necessary data is being entered and maintained. In addition, must verify and edit data as needed. Assignments are set within procedural frameworks established by higher-level positions.

**DISTINGUISHING CHARACTERISTICS:**

The classification of Data Entry Clerk Extra-Hire is a limited-term, un-represented, non-exempt, at-will position.

**SUPERVISION RECEIVED AND EXERCISED:**

This class receives direct supervision from the IT Manager.

**QUALIFICATIONS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

1. Knowledge, Skills and Abilities:
  - a. Personal computers and standard software applications related to court support work.
  - b. Proficient typing skills 45 WPM.
  - c. Create an organized system for arranging paper and electronic files.
  - d. Basic filing record keeping systems.
  - e. Office procedures and practices.
  - f. Perform routine clerical work.
  - g. Read and write English at a level required for successful job performance.
  - h. Understand and carry out oral and written instructions and delivery schedules.
  - i. Maintain records, logs, schedules, and prepare clear, concise and accurate reports.
  - j. Work independently and follow instructions.
  - k. Safe work practices including proper techniques for lifting and carrying heavy objects.

2. Employee must have and maintain the following certifications / licenses:
  - a. A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.
3. Employee must not contribute to or create a hostile work environment:
  - a. Employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.
  - b. As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, judicial officers, supervisors, subordinates, outside contractors, and other agency personnel.
4. Employee must have the following minimum experience or training:

Graduation from High School or equivalent. One (1) year experience that includes clerical data entry or any combination of training and/or experience that could likely provide the desired knowledge and abilities is preferred.
5. Employee must fulfill the following special requirements:
  - a. Sit for extended periods of time; frequently stand and walk or otherwise move within the court; normal manual dexterity and eye-hand coordination; corrected vision to normal range; verbal communication; use of office equipment, including computers, telephones, calculators, copiers and FAX machines.
  - b. Tolerate exposure to defendants and other members of the public who may potentially be verbally or physically abusive; allergens, such as perfumes and dust; unpleasant odors, such as unwashed clothing and people.
  - c. Physical ability to lift and carry objects weighing up to 30 pounds without assistance.

#### **TYPICAL DUTIES ASSIGNED TO RECORDS RETENTION CLERK I:**

Depending on assignment, duties **may include, but are not limited to, the following:**

- Operate a computer and scanner to perform data entry into court's case management systems; and operate other office equipment.
- Scan and upload paper documents to store in digital form.
- Accurately enter data into corresponding fields within various software programs.
- Identify and correct data errors using appropriate quality control methods.
- Prepare relevant reports as needed.
- Perform other duties as assigned.
- Interprets new legislation and its impact on the court's record system; implements new and revised record management procedures.
- Prepares statistical reports regarding records management for executive management information.

**Compensation and Benefits:**

\$18.00/hour

Legal Benefits Only (includes Social Security, Medicare, federal and state unemployment insurance, and **workers'** compensation).

**APPLICATION AND SELECTION PROCESS:**

Complete a Calaveras Superior Court application form and submit to:

**Calaveras Superior Court  
Attn: Human Resources  
400 Government Center Drive  
San Andreas, CA 95249**

Telephone (209) 754-9800

Fax (209) 754-6296

Email: [hr@calaveras.courts.ca.gov](mailto:hr@calaveras.courts.ca.gov)

*Application forms may be obtained from the Calaveras Superior Court Website at:*

**[www.calaveras.courts.ca.gov/info/employment](http://www.calaveras.courts.ca.gov/info/employment)**

**Filing Deadline:** Friday, December 2, 2022 4:00pm (Postmarks are not accepted)

**Selection Process:** A screening panel will select the most highly qualified applicants. Those selected by the panel will be invited to an interview scheduled for Thursday, December 17, 2022. The position will remain open until filled. If you have a disability that would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation, contact The Calaveras Superior Court at 209-754-9800 press Options 4-1-2

*Nothing contained within this document should be construed as an indication that the court will not engage in the interactive process to provide a reasonable accommodation for any qualified employee or applicant with a disability, in compliance with state and federal law.*